

YORK COUNTY JOB DESCRIPTION

JOB TITLE: LIBRARIAN I – REFERENCE

LIBRARIES

GENERAL STATEMENT OF JOB

Responsible for performing supervisory and professional library work coordinating reference and adult services for the County's libraries. Performs supervisory and professional library work assisting library patrons in research activities; responsible for patrons' use of automated catalog, electronic indexes, and general library instruction. Oversees the selection and development for reference and adult collections; Responsible for the development and tracking of the annual departmental budget. Plans, develops, and implements programs for the public and performs other related special activities. Work is performed under minimal supervision.

ESSENTIAL JOB FUNCTIONS

Responsible for the operations of the reference department; participates in the recruiting and selection process for new employees and volunteers; schedules, assigns work, and trains and evaluates employees and volunteers.

Performs routine, difficult and complex reference interviews and information searches for library patrons; instructs patrons in the use of library equipment and resources, and performs reader advisory service.

Performs a variety of functions pertaining to collection development such as selecting materials for the reference and adult collections, subscriptions, receiving gift books, and reviewing items to be discarded. Develops and oversees the budget for the adult collection.

Supervises staff working with inter-library loan to provide support and insure quality of service.

Enforces the library's policies regarding the usage of library materials, equipment, and the Internet.

Participates in library committees developing new policies, procedures, and long range planning for services, facilities, and technologies.

Assists in the development and implementation of adult programs for the community such as discussion programs, general entertainment, and other special events.

Reads professional journals, book reviews, and other sources to stay current with newly published materials; maintains professional development through workshops, literature, and other means; consults and shares information with library staff.

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Prepares monthly and annual statistical reports for reference services; may write articles for the newsletter.

ADDITIONAL JOB FUNCTIONS

Prepares reading lists and bibliographies; coordinates displays and maintains ready reference files.

Reviews and evaluates items from suggestion box as related to need, availability, and cost; summarizes and presents findings to library staff.

Performs other work as required.

ENTRY KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of library principles, practices, and materials.

Thorough knowledge of professional library literature.

Thorough knowledge of supervisory principles, practices, and procedures.

Thorough knowledge of research techniques.

Thorough knowledge of resource and reference materials.

Thorough knowledge of reader interests, and books and authors.

General knowledge of automated systems and technology unique to library systems.

Ability to analyze and evaluate work procedures and to exercise appropriate judgement in establishing priorities and work methods.

Ability to communicate effectively, both orally and in writing.

Ability to deal effectively and courteously with the general public and other employees.

Ability to train others in assigned area.

EDUCATION AND EXPERIENCE

Master's degree in Library Science from an ALA-accredited institution and at least 2 years of reference work; preferably in a public library, and some supervisory experience, or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities.

SPECIAL REQUIREMENTS

Requires possession of a Professional Library Certification issued by the Library of Virginia within 6 months of employment.

**PHYSICAL AND MENTAL STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Must be physically able to operate a variety of office equipment such as computers, calculators, copiers, microfiche machines, etc. Work involves some lifting of boxes of books and/or periodicals, and pushing, and pulling of a hand-cart or other type of cart.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving instructions, assignments or directions from supervisors, and giving instructions, assignments and directions to employees.

Language Ability: Requires the ability to read a variety of reports, requests, forms, manuals, lists, etc. Requires the ability to prepare reports, forms, requests, etc., using prescribed formats.

Intelligence: Ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability coordinate hands and eyes rapidly and accurately in using office equipment.

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Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Physical Communication: Requires the ability to talk and hear.

Prepared by: _____

Date: _____

Approval: _____